



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF PILOT COMMISSIONERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	Board of Pilot Commissioners
MEETING DATE AND TIME:	Friday May 19, 2017 at 13:00.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building
MINUTES APPROVED:	APPROVED August 18, 2016

MEMBERS PRESENT

Bradford Schell, Professional Member
Stephen McGuiness, Professional Member
Carl T. Joseph, III, Professional Member
Laura Phillips, Public Member
Penelope Marshall, Public Member
Mark Reardon, Public Member

MEMBERS ABSENT

Maia Murphy, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Melanie Alexander, Administrative Specialist II

OTHERS PRESENT

R.G. Medd
Jonathan Kemmerley

CALL TO ORDER

Mr. Schell called the meeting to order at 13:07

REVIEW AND APPROVAL OF MINUTES

A motion was made by Mr. Reardon, seconded by Mr. Joseph, to approve the February 13, 2017 meeting minutes as written. Ms. Marshall abstained. The motion carried unanimously.

UNFINISHED BUSINESS

Pilot Association Apprentice Committee Report

Mr. Medd provided the Board with the apprentice committee report. He advised that the apprentices completed the first quarter of the program on April 03, 2017 and all 3 apprentices passed their exams with flying colors. He advised the end of the next quarter, June 26, 2017 is when they are scheduled for the Rules of the Road, and Local Knowledge (Harbor Refuge) exams. They will also attend a seminar on Tides and Currents. Each apprentice has already begun sketching charts in preparation for the USCG Pilotage exams (12214 & 12216). Mr. Medd answered questions and advised the Board that all of the apprentices are on track after the first quarter.

Application & Interview Procedure Updates

Ms. Davis advised the Board that the documents provided are the proposed regulations that were discussed during the previous meeting, at which time they asked for more time to review them carefully. She stated that what they are essentially trying to do is memorialize the application process so that they will no longer begin at square one, since the application window is open so infrequently.

Mr. Schell asked if work on updating the legislation had begun yet, and Ms. Davis advised it was in the works. Ms. Davis asked if everyone had a chance to review the proposed regulations, or if there was any feedback. There was discussion over items that some Board members wanted clarified. After further discussion of those items, Ms. Davis asked if the Board needed more time for consideration or if they were prepared to publish the proposed regulations. The Board agreed they were ready to publish.

A motion was made by Ms. Phillips, and seconded by Mr. Reardon, to approve rule 13 (application & interview procedures for apprentice applications). The motion carried unanimously. The DAG will draft a proposed rule change, and Ms. Alexander will have the hearing notice posted in local newspapers, that will be scheduled for the August 18, 2017 meeting.

NEW BUSINESS

There was no new business to discuss.

COMPLAINT STATUS

There were no complaints to discuss.

OTHER BUSINESS (for discussion only)

There was no other business for discussion.

CORRESPONDENCE

There was no correspondence.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next meeting will be August 18, 2017.

ADJOURNMENT

With no further business before the Board, a motion was made by Mr. Reardon, seconded by Ms. Phillips, to adjourn the meeting. The motion carried unanimously. The meeting went off record and adjourned at 13:26.

Respectfully submitted,

Melanie Alexander

Melanie Alexander
Administrative Specialist II